

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727
301-600-6300 fax: 301-600-6313

Mayor

Donald N. Briggs

Town Manager

David Haller

Town Clerk

Cathy Willets

Board of Commissioners

Timothy O'Donnell, President

Clifford Sweeney

Glenn Blanchard

Jennifer Mellor

Joseph Ritz III

TOWN MEETING AGENDA JULY 6, 2015

I) CALL MEETING TO ORDER (7:30PM)

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

Town Meeting, July 20 @ 7:30pm

Citizens Advisory Board, July 21 @ 7:30pm

Planning Commission Meeting, July 27 @ 7:30pm

C. APPROVE MINUTES FROM: JUNE 15, 2015 Town Meeting

D. COMMISSIONER COMMENTS

E. MAYOR COMMENTS

F. PUBLIC COMMENTS

G. ADMINISTRATIVE BUSINESS

H. CONSENT AGENDA

I. REPORTS

Treasurer's

Planning Commission

II) AGENDA ITEMS:

- 1. Review and discussion of the proposed Comprehensive Plan Update*
- 2. Re-appoint Dave McCarthy to the Parks and Recreation Committee*

III) SET AGENDA ITEMS FOR JULY 20, 2015 TOWN MEETING

IV) SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

MEETING MINUTES:

June 15, 2015 Town Meeting

**MINUTES
TOWN MEETING
06/15/2015
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners Clifford Sweeney, Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.

Staff present were Cathy Willets, Town Clerk, Sue Cipperly, Town Planner, and Dave Haller, Town Manager.

Absent:

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the 06/15/2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the 06/15/2015 Town Meeting were approved as presented. Motion by Commissioner Sweeney, second by Commissioner Blanchard.

Vote 5-0

Police Report - Deputy Rohrer presented the police report. Deputy Rohrer reminded people to be cognizant of mail and telephone fraud. Don't send money. Call 911 if unsure. Commissioner Blanchard thanked them for their assistance during carnival and the upcoming Heritage Day as well as their dedication to the Town. Commissioner O'Donnell requested deputies to remind young people to wear helmet. Detailed report at Exhibit B.

Town Manager Report - reported on the public works department monthly activities to include a water production and consumption analysis. Mr. Haller highlighted that the wells are down an average 3.1 feet but rising due to water table and rainfall. There is a 3.8" surplus of precipitation. There were no spills of untreated sewerage in the month of May. Staff has been working with contractors on the upgrade of the bathroom at Memorial Park. The upgrades will be ADA compliant. Trash pick-up will remain Mondays through the rest of June. Detailed report at Exhibit A.

Town Planner Report - Ms. Cipperly advised the Comp Plan was sent to the State for review. The State has a 60 day review period. A public hearing will be set for July 27th at the next Planning Commission meeting. There is one zoning change that will affect three property owners who have already been contacted. The Community Legacy Project has been very successful. In the 200 block of East Main, extensive masonry work was completed. On the 1-3 block of East Main Street, the roof was changed out. The Town was just notified that we can apply for more money. The Town acts as a pass through so there is no cost to the Town. Dollar General tentatively scheduled to open early July.

Commissioner Comments

Commissioner(s) cited attendances, recognitions and announcements. Commissioner Ritz apologized for his absence at the June 1st meeting. He is actively attempting to recruit a member for the Citizens Advisory Committee. Commissioner Blanchard received an email from Delegate Afzali requesting to present the general assembly report on July 20th. Commissioner O'Donnell asked staff if there was a response given to the Daughters of Charity. Mr. Haller informed the Board that there was a response given several times and

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communication has been going on for several months. The Daughters of Charity can do whatever they want to do as long as they stay within the rules and ordinance.

The family trail construction is underway with 200 hundred hours of volunteer work this year already. Grand opening set for Community Heritage Day.

Mayor's Comments

Mayor Briggs commented on many items to include:

- 3 grants \$50,000 on community legacy.
- Toured the new WWTP almost 100% complete; 1.5% overage (the normal is 3-5%).
- Phase II solar 2.5 million 70% completed.
- We will have ribbon cutting for both solar and wwtp
- Introduced Issac with the Boy Scouts. He is working on Merit Badge.
- Some CL money will be spent on 140 South Seton.
- Baseball tournament will be coming to Town again.
- Hosted the second meeting of SHIP at Town Office, introduced the president to the Community, school, church and business leaders.
- Asked by County Executive to be part of the County Solid Waste Initiative Committee; attended first meeting.
- Attended Flag ceremony in Thurmont.

Public Comment – James Click, 434 East Main St. Emmitsburg, MD. Little League. Requesting a donation from town to offset the upcoming State tournament.

Mr. Haller said the Town does have money in special event funding that is available. Tournament is set for July 2nd – 5th. Motion by Commissioner Ritz, second by Commissioner Mellor amended by Commissioner Blanchard to donate \$500 to Emmitsburg Little League for hosting the State Little League tournament.

Vote 5-0 passed.

Commissioner O'Donnell asked about allowing the Emmitsburg Little League to have a free pool day. Motion by Commissioner Ritz, Second by Commissioner Mellor for free pool day for Emmitsburg Little League as historically done.

Vote 5-0 passed

Administrative Business – Mayor recommends Frank Schmursal to the Ethics Committee. Motion by Commissioner Ritz and Second by Commissioner Mellor to appoint Frank Schmursal to the Ethics Committee.

Vote 5-0 passed

Consent Agenda – no items

II. Agenda Items

Ordinance 2015-01 text amendment 17-20-0202 B1 Neighborhood Zoning District item for consideration

Ms. Cipperly informed Board they have already seen the ordinance and recommend it be sent to Planning Commission. The Planning Commission recommends the ordinance be taken as written. Ms. Cipperly highlighted the change to encompass small businesses but not drive-through service and residential use in existence as of January 1, 2015 may continue as residential. Only two properties fall under B1: the vet clinic and Stonehurst.

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Commissioner O'Donnell is concerned that the ordinance will limit a new structure being built part residence and part commercial.

Motion:

Motion by Commissioner Blanchard to accept second by Commissioner Sweeney

**Vote: 4-1; Commisioner Blanchard, Sweeney, Mellor and Ritz in favor;
Commissioner O'Donnell against.**

Ordinance 2015-02 revision of 17-02-040 Commercial for consideration

Ms. Cipperly reviewed the recommended changes from the Planning Commission. She highlighted that the Commercial Property Owner would be responsible for the buffer zone and the landscaping (equivalent to a six foot fence) would not be visible from roads adjacent to residential zoning district.

Motion: - To accept the ordinance 2015-02 for the buffer as presented on page 21.
Motion by Commissioner Sweeney and second by Commissioner Ritz.

Vote: 5-0 in favor

Set Agenda Items for 07/06/2015 Town Meeting

1. Review and discussion of the proposed Comprehensive Plan Update
2. Re-appoint Dave McCarthy to the Parks and Recommendation Committee

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the 06/15/2015 Town Meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Cathy Willets
Town Clerk

Date Approved:

ITEM G

ADMINISTRATIVE BUSINESS:

No items.

ITEM H

CONSENT AGENDA:

No items.

ITEM I

REPORTS:

Treasurer's Report - see attached

Planning Commission Report – to be given at the meeting

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TOWN OF EMMITSBURG
CASH ACTIVITY as of June 24, 2015

\$3,470,982	Cash Balance June 1, 2015
36,898	Deposits
<u>-295,039</u>	Withdrawals
\$3,212,841	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$43,708	GHD, Inc	Apr 15 wwtp construction engineering	6.10.15	34591
38,503	RK&K	Apr 15 wwtp enr upgrade	6.17.15	34632
18,867	MD Dept of Bud & Mgmt	May 15 health insurance	6.4.15	34564
17,543	Conewago Enterprises, Inc	May 15 construction	6.24.15	34641
14,180	UGI Energy Services	May 15 electric expenses	6.17.15	34634
10,193	GHD, Inc	Apr 15 wwtp programming services	6.10.15	34592
6,900	Bollinger Homes, LLC	Work on Memorial Park bathrooms	6.17.15	34609
6,900	Bollinger Homes, LLC	Work on Memorial Park bathrooms	6.24.15	34638
6,293	Republic Services	Jun 15 residential services - yard waste	6.10.15	34584
5,733	Life Aquatic H2O	Jun 15 pool mgt fees	6.4.15	34562

Ck dates 5/28/15 to 6/24/15

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AGENDA ITEMS

ITEM 1

*Review and discussion of the proposed Comprehensive Plan Update –
at meeting*

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AGENDA ITEMS

ITEM 2

*Re-appoint Dave McCarthy to the Parks and Recreation Committee –
discussion at meeting*

**IV) SET AGENDA ITEMS FOR JULY 20, 2015
TOWN MEETING**

1.

2.

3.

4.

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6.

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**V) SIGN APPROVED TEXT AMENDMENTS AND/OR
RESOLUTIONS**